



MINUTES OF THE SCHOOL MANAGEMENT BOARD MEETING

Organized by the President of the School Management Board

Thursday, May 14, 2020

TIME: 5PM

Location: Meeting room, LFA + Virtual Zoom room

ATTENDANCE LIST			
EX OFFICIO MEMBERS	PARTICIPANT	ELECTED MEMBERS	PARTICIPANT
M Alexandre FOULON COCAC	Present	M Nadim GHANEM CEO	Present
M David BALLIEU Principal	Present	Laurence ELONG MBASSI Vice-President	Present
Ms Karine SAKO Administration	Present	Ms Estelle CAILLOUX Treasurer	Present
Ms Sylvie BOURGET DAF	Present	Ms Hélène MAGDELAIN Assistant Treasurer	Present
		Ms Amy YAMUSAH Mrs Beatrice MANIGAT Secretariat team	Present
		Ms Enam GBEKOR Member	Present
STAFF REPRESENTATIVES		Ms Julie HELLEMANN Member	Present
Ms Aurélie SERVE Teacher	Present	Ms Alice COLES Member	Present
Ms Marie Reine AUTIE	Present	M Krishan KAPOOR Member	Present
		M Wissam RAAD Member	Present

Agenda:

1. Minutes of the last School Management Board meeting held on March 30, 2020.
2. Review of the implementation of the budget as of April 30, 2020 on profits, losses and investments.
3. Cash-flow forecast
4. 2019 end of year financial statements
5. Financial support for temporary staff in the context of the health crisis (COVID-19)



6. HR commission activity report - Recruitment and ITR report
7. Update by the Human Resources Commission regarding the requests of Ms. Stanley and Ms. Randolph.
8. Preparation for the beginning of the 2020 school year presented by the Principal - update on enrollments and the educational structure forecast- planning of the premises to be considered.
9. Understanding of the infrastructure commission of its mandate.
10. Recommendation on a long-term strategy for the expansion of the school.
11. Update on existing and future projects and commitment of M Chéron. Update on the acquisition of land / premises studied so far for the relocation of kindergarten and relevant financial data.
12. Measures to be put in place to mitigate the new risks due to the health crisis (COVID-19).
13. Any other business

Preliminary remark by the Chairman of the Board:

Given the time constraints, the density of the agenda and the priorities of the moment, proposal to revise the agenda as follows:

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12. Any Other Business

It is proposed that item 9 (initial agenda) “ *Understanding of the infrastructure commission’s mandate* ” be discussed in a smaller committee.

1. Minutes of the last School Management Board meeting held on March 30, 2020.	
TOPIC	Revision of the drafting of the minutes of School Board meetings. The last SB minutes of March 30, 2020 could not be consulted and validated by all the members of the SB, due to lack of time but above all because they are considered too long to read. The minutes of a meeting should not contain too many details or else, they become less efficient.



	They should present the framework for the discussions giving rise to the adopted conclusions. These should appear clearly in one or two sentences.
DISCUSSION	<p>There is a Reporting Methodology, not to be confused with a transcription that is not the requested task. A report can be supplemented with attachments detailing the discussions of annex meetings. However, the master document (Account) must be more concise, mentioning the decisions taken, to be more easily read and approved.</p> <p>Conflicting opinion :</p> <ul style="list-style-type: none"> • The detail of the discussions is important to know how far the debates went and the sometimes contradictory arguments. • The minutes are the only written record allowing anyone who has not attended the meetings and who must understand past decisions to better understand an issue in all its complexity. • Some Board members have no voting rights. The Minutes are the only document that can assess the truthfulness and veracity of their position during discussions. • There are not as many Board meetings and the agenda is often too dense. Perhaps consideration should be given to reducing the number of items on the agenda and offering more meetings as needed. • The Commissions must also draw up meeting minutes
CONCLUSION	<ul style="list-style-type: none"> • The reports should be simplified and the decision points should appear better in the conclusion. • The March 30 Board Report will be reviewed to the desired standard.

HR commission activity report - Recruitment and ITR report	
TOPIC	<p>Assessment of recruitments in Primary and Secondary school, and International Section</p> <p>Primary school : all positions are filled. The number of students at the beginning of the 2020 academic year is yet to be determined.</p> <ul style="list-style-type: none"> • To date, 18 classes are ready to welcome students. • There is a lot of pressure on the classes of CP, CE1 and CE2. • There may be three GS classes. • The structure of the Kindergarten is currently being revised (M Ballieu, Mme Sako). • If the numbers increase, a 19th class is to be expected (or a bi-level in Kindergarten). • We must avoid having to refuse student registrations at the beginning of the school year.



	<ul style="list-style-type: none"> • Uncertainty: post Ms. Vasselon (departure uncertain). 2 resident teachers have accepted the positions but one is still waiting for her secondment. <p>Secondary school: Impact of the health crisis: some candidates have withdrawn their application.</p> <p>Filled Positions</p> <ul style="list-style-type: none"> • Mathematics (assigned to Mr. Emmanuel Nanguepague, currently Supervisor in the school, having the skills required for the position and who thus benefits from the career development program within the LFA; he is hired part-time). • Physics History / Geography <p>International Section :</p> <ul style="list-style-type: none"> • Position of Professor of English Literature filled. If the International Section is not opened, this professor will occupy the position of Professor of English. • History-Geography: A resident teacher, officially authorized to teach a Non Linguistic Subject, accepts the position provided she can teach her subject in English in Junior High School only for now. Recruitment is needed for additional teaching of History and Geography. The Principal asks the Board members to approve the recruitment of a tenured History and Geography teacher whose skills meet the requirements of the position. The Arts lesson hours that cannot be provided this year in Junior High school will be affected to the teaching of History of the Arts. <p>RIT: The HR Commission is waiting on Staff representatives to provide their feedback. Overdue document and to be finalized before the end of the school year if possible.</p>
<p>DISCUSSION</p>	<p>Primary school : Screening of monitoring tables for registration and payment files.</p> <ul style="list-style-type: none"> • Registrations have slowed down due to the current context. However, the least favorable scenario should be our reference scenario for the moment, namely 660 pupils at the beginning of the school year. • Uncertainties remain regarding the return of families who have left and the return of their children at the beginning of the school year. • Some parents may opt to delay the registration of their child in PS (in fact, only 7 registrations for the moment in PS) <p>Funding of the International Section.</p> <ul style="list-style-type: none"> • The tuition fees for this section are not differentiated for the moment and given the current context, it is too late to ask parents to make a financial effort to register their children or to have all Secondary students pay the cost of the IS (smoothing the additional cost on all students). There is no such problem in Primary school because opening this section does not generate additional costs for the school. • In Primary school, 15 to 20% of students would be concerned (result of survey launched two weeks ago).

	<ul style="list-style-type: none"> • In secondary school, the IS requires the hiring of 1 additional teacher, budgeted 40.000 euros. (for an estimate of about 50 students). • This recruitment is all the more important as this teacher will allow the History Geography team to take up the teaching of HDA and thus cover the needed hours in Arts in Junior High School. • Savings can be made on some items due to the COVID-19 crisis (ex: cleaning products, electricity) <p>Attractiveness of the LFA: real concerns that will have to be taken into account. The LFA is struggling to attract teachers who would come with their families due to the cost of living in Accra and tuition fees.</p> <p>RIT: The crisis has made it difficult for the staff to consult the document and provide their feedback. However, after a first reading, there would be many points to review. The work is to be continued.</p>
CONCLUSION	<ul style="list-style-type: none"> • Mrs. Bourget is asked to make an emergency simulation for the LFA to cover the additional costs for the Secondary school in relation to the opening of the International Section from the Sept-Dec 2020 budget: see the budget items on which savings can be made. • The Principal can accept the application in History Geography once the simulation has been carried out and a financing solution found (question to be dealt with outside the Board meeting) • International Section: question of differentiated costs to be put back on the table once the pilot phase (2020-2021) is over. • RIT: The HR Commission and the staff representatives must organize an online meeting to work on the document so that it can be modified and amended for the beginning of the school year in September.

3. Financial support for temporary staff in the context of the health crisis (COVID-19)	
TOPIC	The Teaching Staff representatives sent an email to alert on the situation of temporary supervisors and extracurricular workers who have not been paid since the school closed to the public. They are asking for a gesture of solidarity from the parents' association. The Amicale des Personnels has raised a certain sum which can be added to the amount that the parents would like to donate.
DISCUSSION	<ul style="list-style-type: none"> • These staff workers are not employees of the school but temporary workers. They are therefore paid by the hours worked. A distinction must be made between non-extracurricular temporary workers (7



	- who attended school in other French Lycées from the AEFÉ network or in France Other applications are therefore not given priority.
CONCLUSION	The Board votes to postpone the LFA expansion project to a later date because it will not be viable at the beginning of the 2020 academic year.

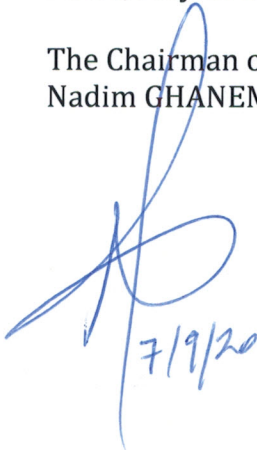
5. Any Other Business	
TOPIC	Third quarter tuition reimbursement Some parents ask whether this is possible. Some local schools have opted for this solution.
DISCUSSION	<ul style="list-style-type: none"> 80% of the operating costs of the LFA cannot be reduced and have not changed: payment of the salaries of teachers (who continue to give lessons but online) and of the administrative and service personnel contracted and costs of participation in the AEFÉ budget. This should be explained to the parents.
CONCLUSION	The Administration will write a message to parents on this matter.

The Board was not able to complete the agenda, therefore a new Board meeting is convened for Thursday, May 21st at 5 p.m.

END OF SESSION: 8:04 p.m.

Accra, May 18th, 2020

The Chairman of the meeting The Secretary of the meeting
Nadim GHANEM Amy YAMUSAH



7/9/20

